



SIGNAL - an e-mail newsletter

August 30, 2004

Published by the Southern Ontario Library Service

The introductory page for the Southern Ontario Library Service is www.sols.org. From that page, you can move to any other pages created by staff at the Southern Ontario Library Service, as well as to links to resources and professional information.

Note - as this is an older newsletter, some links may no longer be valid, or may refer you to a section of the site that has been updated in the interim. Please contact helpdesk@sols.org if you want more information on a specific initiative.

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1. NEW ADDRESS FOR SOLS TORONTO OFFICE

On August 13, 2004, the SOLS Toronto office moved from 151 Bloor St. West to 111 Peter St. in Toronto. The new address for the Toronto Office is:
111 Peter Street, Suite 902
Toronto, ON M5V 2H1

The telephone numbers remain the same (416-961-1669 or 1-800-387-5765), as does the fax number (416-961-5122).

2. CONSORTIA PURCHASING AGREEMENTS

SOLS negotiates charitable/consortia purchasing agreements (CPAs) on behalf of SOLS libraries. CPAs are 'economies of scale' pricing for the purchase or lease of a range of goods and services. Recently, CPAs were released for fridge magnets and tote bags. These were a great success with orders for 84,000 fridge magnets and 5800 tote bags.

Further information on pending Charitable/Consortia Purchasing Agreements can be found at <http://www.sols.org/resourcesharing/coolcpa/index.htm>. At that Web page, the various CPAs are organized by product and service, as well as by Vendor. The contact person for the CPAs is the SOLS Purchaser, Ron Neems. Ron can be reached at 1-416-961-1669 or 1-800-387-5765 ext. 5115 or by e-mail at . If you have ideas for the CPA, please do not hesitate to contact Ron.

3. SOLS DELIVERY SERVICE – Reminder of changes to begin on Tuesday, September 7th

Changes to the SOLS Delivery service will be implemented on September 6, 2004. These changes are outlined on the "Delivery Services" section of the SOLS Web site at <http://www.sols.org/resourcesharing/delivery/index.htm>. As part of these changes, all of the routes are being renamed. They will now be assigned a letter, rather than a numeric designation. To determine your new route designation, use the link called "All libraries sorted alphabetically (September 6, 2004)".

Once you determine which "route" will be delivering to your library, you can view the route schedules on the "Delivery Services" section of the SOLS Web site. There is a link at the top of the page entitled "New Delivery Service Routes, Effective September 6, 2004". From this link, you can find the schedule for your new route. Please note that, in many cases, the days and/or time of day that our drivers arrive will also change.

4. SUBMISSIONS TO INFO DATABASE – Reminder of deadline – Wednesday, September 15th

Once again, it is time for libraries that contribute their holdings to the INFO union catalogue to submit records for the 2004 update of the catalogue. The **deadline is September 15th** for all submissions. Procedures for submitting records, either via physical formats or file transfer protocol (FTP), as well as the project timelines, have been posted to the SOLS Web site. As there have been changes to the procedures for mailing submissions, please be sure to consult the current instructions on the Web site.

If you are currently a z39.50 target, you may disregard this notice. For information on what is required to become a z39.50 target for the upcoming edition, please see the SOLS Web site.

If you have questions, or require further clarification, please contact Brenda Lewis, at 800-387-5765, ext. 5130 / 416-961-1669, or blewis@sols.org

An e-mail message about this information form was also sent to both the [solsinfoadmin-l](mailto:solsinfoadmin-l@listserv) listserv and the contacts for the infolist.

5. TRUSTEE COUNCIL MEETINGS – Fall 2004

The purpose of the SOLS Trustee Councils is to provide:

- A communication link between SOLS and boards regarding SOLS' services
- A forum for sharing information
- An opportunity to hear how other boards deal with similar issues
- Suggestions and support for trustee training
- To elect members to the SOLS' board according to the terms established in the by-laws

Trustee Councils meet twice a year in eight locations and all public library boards may send a representative. While all appointed trustee council representatives will receive a print mailing of the agenda, the dates of the upcoming meetings have been included below for your information. You may wish to share this information at the next library board meeting. For Fall 2004, the dates and locations will be as follows.

Wednesday, October 13, 2004 from 6pm to 9pm [5:30pm for supper] - Trustee Council 7 - Petawawa Public Library

Saturday, October 16, 2004 from 10am to 1pm - Trustee Council 1 - Lambton County Library - new Wyoming branch

Saturday, October 16, 2004 from 10am to 1pm - Trustee Council 4 - Muskoka Lakes Public Library -Norma and Miller Alloway Branch

Saturday, October 16, 2004 from Noon to 3:30pm - Trustee Council 8 - North Grenville Public Library - South Gower branch

Monday, October 18, 2004 from 6pm to 9pm - Escarpment Trustee Council - Haidimand County Public Library - new Caledonia branch

Monday, October 18, 2004 from 6pm to 9pm Trustee Council 3 - Owen Sound & North Grey Union Public Library

Saturday, October 23, 2004 from 10am to 1pm - Trustee Council 5 - King Township Public Library - King City branch

Saturday, October 23, 2004 from 10am to 1pm - Trustee Council 6 - Quinte West Public Library - new Trenton branch

6. MORE JOINT SOLS-OLBA WORKSHOPS FOR TRUSTEES

In Spring 2004, library trustees were given an opportunity to attend training workshops offered jointly by SOLS and OLBA (Ontario Library Boards Association). The workshop, called "The Rules of Engagement: The New Governance", was first presented at the January 2004 OLA SuperConference. We believe trustees who take this training will gain new insights, and serve their libraries and communities better.

While the workshop will review legal responsibilities and board roles, the emphasis will be on building relationships in the community, strategic planning and how to create strategic agendas that reflect community values and needs. The New Governance triggers greater support for the Library in the community. Resources will include the "Library Board Orientation Kit 2004", the

"OLBA Handbook" and "Trustee Tips", as well as helpful Web sites.

Two more workshop locations have been chosen for this Fall:

Saturday, October 2, 2004 from 9:30am to 3pm - London Public Library - Masonville branch

Wednesday, October 6, 2004 from 6pm to 9:30pm - Cavan-Millbrook-North Monaghan Public Library - Millbrook branch

More details about the workshops, including times, costs and location maps, will be available soon on the SOLS (<http://www.sols.org/trustee/trustmain.htm>) and OLBA Web sites (<http://www.accessola.com/olba/>). Registration will be handled through the OLA and the form will be available soon.

A workshop in French is also planned for the Clarence-Rockland, Clarence Creek Branch on Saturday, October 16, 2004. More information on this workshop is posted at <http://www.sols.org/training/workshops/atelier1.htm>

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7. TRUSTEE KITS STILL AVAILABLE

This is a reminder that there are still copies of the 2004 **Trustee Kit** available from the SOLS-Toronto office. More information about the kit is posted on the SOLS Web site at <http://www.sols.org/trustee/trustmain.htm>. There is no charge for this publication, and you can order as many copies of the kit as you need for your trustees and relevant staff. To order, simply send an e-mail to trustees@sols.org. This is a very useful publication that has been widely received in public libraries across Ontario.

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8. FUNDING OPPORTUNITIES

a) Library Strategic Development Funding (LSDF)

The Ministry of Culture's 2004/05 Library Strategic Development Fund (LSDF) program helps bolster strong communities and student success by funding initiatives that will enhance public libraries across Ontario. LSDF funding assists the public library community to implement strategic planning priorities and conduct provincial level research and development, to better serve their customers. New technical support services for the public library sector, research initiatives, increased capacity to address emerging issues, innovative projects to improve access to the public library system, new standards and guidelines, partnerships for new products or services, and digital collections and services are examples of projects that can be considered for funding. The 2004/05 LSDF deadline is September 30, 2004.

Applicants are required to complete an LSDF application form which is posted at <http://www.culture.gov.on.ca/english/culdiv/library/lcdf.htm>. Program guidelines, application forms and a cover bulletin were distributed to public libraries in June 2004. For more information, contact: Rod Sawyer, Library Policy and Program Advisor at (416) 314-7627 or e-mail rod.sawyer@mcl.gov.on.ca

b) **share the stories** : Funding Program for Book Collections and Reading Circles Courtesy of Coca-Cola Ltd. Facilitated by ABC CANADA Literacy Foundation

Coca-Cola Ltd. is committed to fostering the love of reading in Canadian children through share the stories. Launched in communities across Canada in 2001, this corporate philanthropy project aims to provide \$1 million in funding to libraries and literacy organizations for family

reading initiatives.

Once again in 2004, funding is available to school libraries, public libraries and not-for-profit literacy organizations to assist in the development/maintenance of a reading circle or to create/supplement a children's book collection. Successful applicants for reading circle funding will receive \$2,500, and successful applicants for book collection funding will receive \$1,500. ABC CANADA Literacy Foundation is responsible for the management of this project, including the distribution of funding, on behalf of Coca-Cola. A news release about the project is posted at <http://www.abc-canada.org/sts/index.asp>. While one deadline has already passed, there are still two chances – September 17th and October 15th.

9. SOLS TRAINING WORKSHOPS

Fall workshop details have been posted on the SOLS Web site, located at <http://www.sols.org/librarydev/training/clinicsworkshops/index.htm>. Registration for workshops began on Monday, August 9, 2004. Please note that some of the workshops are close to full, so it would be wise to register as soon as possible.

We are offering a children's workshop, and workshops dealing with the reference interview, homework help, multicultural service, working with volunteers, and purchasing for public libraries, to name a few.

10. SOLS – COOL VENDOR DEMOS

This fall, SOLS will offer free vendor demos in several locations. Two vendors, Micromedia ProQuest and EBSCO, will participate and will provide an overview of their products offered through COOL [Consortium of Ontario Libraries]. We will provide an opportunity for existing and/or potential new subscribers to ask questions. While these workshops are free, pre-registration is required. A registration form, and more information, is posted on the SOLS Web site at <http://www.sols.org/training/workshops/workshop7.htm>

Micromedia ProQuest's products incorporate information from Canadian companies, media sources, regulatory bodies and government agencies. They are also a Canadian distributor for a number of international publishing groups, including Southam, Infomart and HW Wilson. Included in the COOL consortium offerings of Micromedia ProQuest products are the Canadian Almanac Directory, Canada's Heritage from 1844, the suite of Electric Library databases, the Toronto Star's 'Pages of the Past', and the SIRS group of databases.

EBSCO publishing offers a wide variety of full text reference resources to such sources as magazines, journals, newspapers, newswires, transcripts, pamphlets, reports, biographies, primary source documents, almanacs, biographies, encyclopedia and more. Included in the COOL consortium offerings of EBSCO products are Auto Repair Reference Center, Book Index with Reviews, Canadian Literary Centre, Canadian Reference Centre, Health Source Consumer Edition, MagillOnAuthors, MagillOnLiterature, Marshall Cavendish databases, the MasteFILE suite of databases, NovelList, MAS Ultra Public Library Edition for small public libraries, and Primary Search and Middle Search.

The locations, dates and times for COOL Vendor Demos are as follows:

Hamilton Public Library (Main Branch) - Tuesday, September 21, 2004 from 10am to 3pm

Waterloo Public Library (Main Branch) - Friday, September 24, 2004 from 10am to 3pm

Kingston-Frontenac Public Library (Central Library) - Monday, October 4, 2004 from 10am to 3pm

Simcoe County Library Cooperative - Tuesday, October 5, 2004 from 10am to 3pm

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11. EXCEL REGISTRATION – Registration deadline Monday, August 30th

EXCEL is a unique training program in managing a small public library or a community branch library that has been supported by the Ontario Library Service for more than 14 years. Over 480 people have completed the program. This Fall, there will be nine courses offered in English and four courses offered in French. The registration deadline for the fall semester is **Monday, August 30, 2004**. More information about the program, and a registration form, is posted at <http://www.sols.org/librarydev/training/excel/index.htm>

For those students already registered, the course material will be shipped via SOLS courier (where available) to students beginning **Friday, September 3rd**, with the semester commencing **Monday, September 20th**.

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12. TD SUMMER READING CLUB EVALUATION FORM – Deadline Friday, September 17th

As the summer draws to a close, many libraries have completed their summer programming. This summer, 169 public libraries across southern Ontario used the materials provided by the TD Financial Group and developed by the Toronto Public Library. Each year, we require that statistics and evaluation forms be completed by each participating library. This information is passed on to TPL and to the Bank. The deadline for submission of information is Friday, September 17, 2004. The form and the accompanying instructions are posted on the SOLS Web site at <http://www.sols.org/SummerReading/2004/index.htm>. There is also a link to the form on the main SOLS page. Thank you to those 47 libraries who have already completed the form, and we look forward to receiving the remaining forms.

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13. WEB SITE UPDATES

The SOLS Web site is continually being updated to include reports and links of interest to library staff. Most of the sections mentioned below can be reached from the left navigation bar on the main SOLS Web site (www.sols.org). This month, the Web Editor has a number of links to the "Professional information" section of the Web site including:

a) Under the heading "Digital collections in Canadian libraries", there are a series of links to various digitization projects undertaken by libraries. We have just added the "Reuben R. Sallows Digital Library", which was recently launched by the Huron County Library System. The Reuben R. Sallows Digital Library is the virtual home to Canada's largest collection of images created by historic photographic pioneer, Reuben Sallows. It was created to provide centralized access to geographically dispersed collections of R.R. Sallows' work, increase public awareness of Ontario's agricultural history, promote and encourage appreciation of Sallows' photography, and to make it available throughout the province, the country and around the world. The project was undertaken with support from the Government of Ontario, through the Ministry of Culture: Library Strategic Development Fund, and the Government of Canada, through a Young Canada Works at Building Careers in Heritage Internship Grant. The direct link to this Web site is www.sallowsgallery.ca

b) Under the heading "Adaptive Technology and Accessibility", a new link has been added for a

new publication called "Assistive Technology (AT) to support students with special needs". This is a "pdf" document from Curriculum Services Canada that provides a long-overdue list of tools Canadian teachers can draw on to help kids with disabilities do their best. B.C. teacher Janet Hopkins, a specialist in assistive technology, compiled the list. While Curriculum Services Canada acts as a sort of clearinghouse, letting school boards know what their counterparts are doing and sharing valuable information throughout the system, this document provides an excellent resource for public library staff as well. The direct link to the Web site is <http://www.curriculum.org/tcf/teachers/projects/AssistiveTechnology.pdf>

a) In the "Ready Reference" section, there is a link to "Geography". In that sub-section, there is a new link to Geoconnections Discovery Portal. The "Maps and Images" section of that Web site is a great source to unearth a vast array of sources for maps, satellite images, aerial photos and more. The information provided by these governments, agencies, and organizations can help you turn questions into answers, observations into insights, theories into facts. The direct link to this Web site is

http://www.geoconnections.org/CGDI.cfm/fuseaction/home_welcome/Lang/E/gcs.cfm

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14. SOLS CEO LISTSERV

SOLS maintains a list of all the e-mail addresses for SOLS CEOs. It is this list that is used to distribute Signal. Several times through the month, you may also receive other messages from SOLS staff members. In August 2004, the following message was sent:

- on August 23rd, Laurey Gillies posted a letter from Steve Salmons, CEO of the Windsor Public Library and Chair of the Strategic Directions Council, regarding the distribution of a Federation information package to every CEO and Board in Ontario. This package is to be available by the end of August. It will include a DVD presentation, background papers, fee schedules, and a recommended resolution for your Board to consider;
- on August 30th, Brenda Lewis posted a new offer from COOL for access to Britannica Online. This offer is for both renewing libraries and new subscribers and is only valid if you register through COOL. The trial access is available until September 15th. You must indicate your intention to renew or subscribe by Thursday, September 23rd to Brenda Lewis.
- on August 30th, Brenda Lewis posted a new offer from COOL for access to World Book Online. This offer is for both renewing libraries and new subscribers and is only valid if you register through COOL. You must indicate your intention to renew or subscribe by Friday, September 24th, to Brenda Lewis.

If you did not receive this message, and would like further information, please contact the SOLS HelpDesk at 1-800-387-5765, ext. 4, or by e-mail to helpdesk@sols.org

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15. SOLS ANNUAL REPORT NOW AVAILABLE

Each year, SOLS releases an annual report on its various activities. This year, the title is "SOLS' Contribution to Libraries: Annual Report 2003-2004". The document has now been posted on the SOLS Web site. You can follow the links from the main SOLS Web site for "About us", then select "Corporate documents" from the left navigation bar. The document is also being distributed in print to every library across southern Ontario.

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All issues of SIGNAL, including the French version of SIGNAL, can be viewed online at <http://www.sols.org/librarydev/publications/Signal/index.htm>. However, if anyone would like to receive the e-mail version of this newsletter, please send a message to signal@sols.org

telephone 1-866-380-9767.

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